

Free Seller Trainings

Sign up for the following seller trainings. For more information, visit www.mass.gov/osd or email osdtraining@state.ma.us.

Basic Supplier Diversity Plan (SDP) Overview Webinar

Learn how to:

- ▼ Use your Supplier Diversity Office (SDO) certification to find opportunities for SDP partnerships.
- ▼ Market as an SDP participant to state entities.
- ▼ List your business as an interested bidder.

For Minority, Women, and Disadvantaged Business Enterprises in process to be certified or SDO-certified businesses

Online

DATE	TIME	REGISTER
Wednesday, June 11	3:00-4:00pm	Mass.gov/sdo > Register for OSD Trainings
Tuesday, June 24	10:00-11:00am	Mass.gov/sdo > Register for OSD Trainings
Friday, July 11	9:30-10:30am	Mass.gov/sdo > Register for OSD Trainings
Wednesday, July 30	2:30-3:30pm	Mass.gov/sdo > Register for OSD Trainings
Wednesday, August 20	10:00-11:00am	Mass.gov/sdo > Register for OSD Trainings

Connecting Your Business to the Commonwealth Instructor Led

Learn:

- ▼ The bidding process for Statewide Contracts and where to find bidding opportunities.
- ▼ What the Small Business Purchasing Program (SBPP) is.
- ▼ How to become Supplier Diversity Office-certified and market to public entities.
- ▼ How the Supplier Diversity Program supports SDO-certified businesses.

For the Business community

One Ashburton Place
21st Floor, Boston

DATE	TIME	REGISTER
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Please check back for updated information.

Locate and Respond to COMMBUYS Bids Instructor Led

Bid opportunities from the Commonwealth and participating entities are now available from COMMBUYS Market Center. As a vendor we understand how important it is to be able to find and respond to bids in a timely fashion. This training will take you through the process of locating and replying to Bids (Solicitations) in COMMBUYS. We will provide an overview of each step and follow up with hands on exercises.

One Ashburton Place
10th Floor, OSD Training Room
Boston

Included in this training will be instruction on how to:

- ▼ Receive email notifications of COMMBUYS bid requests
- ▼ Search for bids using COMMBUYS Search tools
- ▼ Read a bid opportunity
- ▼ Create a quote responding to a COMMBUYS bid request

DATE	TIME	REGISTER
Tuesday, June 10	9:30am-12:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids
Thursday, June 26	9:30am-12:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids
Wednesday, July 16	1:30-4:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids
Thursday, July 31	9:30-12:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids
Friday, August 15	9:30-12:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids
Wednesday, August 27	9:30am-12:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids

Locate and Respond to COMMBUYS bids Webinar

Bid opportunities from the Commonwealth and participating entities are now available from COMMBUYS Market Center. As a vendor we understand how important it is to be able to find and respond to bids in a timely fashion. This training will take you through the process of locating and replying to Bids (Solicitations) in COMMBUYS.

Online

- ▼ Included in this training will be instruction on how to:
- ▼ Receive email notifications of COMMBUYS bid requests
- ▼ Search for bids using COMMBUYS Search tools
- ▼ Read a bid opportunity
- ▼ Create a quote responding to a COMMBUYS bid request

DATE	TIME	REGISTER
Friday, June 20	3:00-4:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids-webinar
Tuesday, July 8	11:00am-12:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids-webinar
Friday, July 25	10:30-11:30am	www.eventbrite.com/locate-and-respond-to-commbuys-bids-webinar
Thursday, August 7	3:00-4:00pm	www.eventbrite.com/locate-and-respond-to-commbuys-bids-webinar
Tuesday, August 19	10:30-11:30am	www.eventbrite.com/locate-and-respond-to-commbuys-bids-webinar

Small Business Purchasing Program Overview Webinar

Learn about the Small Business Purchasing Program (SBPP) and SmartBid Subscription Services. Learn how to:

For SBPP eligible and/or enrolled businesses

For SBPP eligibility criteria, visit
www.mass.gov/sbpp.

- ▼ Find bidding opportunities and enter a bid response.
- ▼ Manage your online profile.

Online

DATE	TIME	REGISTER
Thursday, June 12	3:00-4:00pm	www.eventbrite.com/small-business-purchasing-

[program webinar](#)

Wednesday, June 25

11:00am-12:00pm

[www.eventbrite.com/small-business-purchasing-program webinar](http://www.eventbrite.com/small-business-purchasing-program-webinar)

Wednesday, July 9

11:00-12:00pm

[www.eventbrite.com/small-business-purchasing-program webinar](http://www.eventbrite.com/small-business-purchasing-program-webinar)

Tuesday, July 29

2:30-3:30pm

[www.eventbrite.com/small-business-purchasing-program webinar](http://www.eventbrite.com/small-business-purchasing-program-webinar)

Thursday, August 21

11:00-12:00pm

[www.eventbrite.com/small-business-purchasing-program webinar](http://www.eventbrite.com/small-business-purchasing-program-webinar)

Supplier Diversity Office Pre-Certification Workshop

Required for all interested business owners who want to apply for certification as a Minority, Women, or Disadvantaged Business Enterprise (M/WBE). Learn about:

For Minority, Women, or Disadvantaged Business Enterprises (non-certified)

- ▼ The regulations, qualifications, and process needed to begin the certification process.
- ▼ How to take advantage of opportunities for certified M/WBEs.

DATE	TIME	REGISTER
Wednesday, June 11	10:00am-12:00pm	Worcester Public Library
Wednesday, July 16	10:00am-12:00pm	Brockton - Metro South Chamber of Commerce
Wednesday, August 13	10:00am-12:00pm	Boston - Transportation Building Conference Room 1
